



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION FOR LEADERSHIP DEVELOPMENT

October 7, 2005

CONTRACTUAL POSITIONS (CTR# 120-06)

POSITION TITLE: Staff Specialist III (Leadership Framework)

SALARY: State Salary Grade 18
\$43,854 – \$61,595

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: These are contractual positions renewable on an annual basis responsible for providing technical assistance to local school systems for developing and implementing professional development programs for leadership in low performing schools identified as a result of No Child Left Behind (NCLB) and central offices responsible for those schools.

DUTIES AND RESPONSIBILITIES: Plans, implements, and evaluates professional development for leadership in low performing schools based on the leadership outcomes in the Maryland Instructional Leadership Framework; aligns professional development activities with scientifically based research on school-wide reform as defined in NCLB; assists with the planning and delivery of the Principals' Academy and Leadership Learning Series working closely with leadership from low performing schools; assists in the review of school self-assessments, governance structures, school improvement plans, Master Plans, and funding requests from schools in improvement; assists in Department-wide monitoring initiatives

MINIMUM QUALIFICATIONS: **Education:** Possession of a Maryland Administrator II certificate. **NOTE:** Retired applicants must have held an active Administrator II Certificate at the time of their retirement.

Experience: Three years of experience as a principal with a demonstrated record of student achievement during the leadership period. Additional experience with administering education programs or services inclusive of planning, providing, and evaluating professional development at a school and leadership level and evidence of effective team membership and leadership is desirable.

ESSENTIAL REQUIREMENTS: Knowledge of the Voluntary State Curriculum and the Content Standards/Core Learning Goals; knowledge of the *Maryland Instructional Leadership Framework* and *No Child Left Behind*; skill in delivering professional development aligned with the *Maryland Instructional Leadership Framework*; ability to analyze data; ability to communicate clearly and effectively both orally and in writing; ability to organize and manage multiple tasks and timelines to ensure timely production and delivery of materials; ability to integrate information from interviews, documentation, and observation objectively.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

Applicants must include their resume and complete a Maryland State Department of Education Application for Employment indicating application for Staff Specialist III (Maryland Instructional Leadership Framework Technical Assistants CTR# 4-06). The application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201; for inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at www.marylandpublicschools.org.

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the State are required (willingness to use personal vehicle with reimbursement). Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Open Until Filled